

The dual employment policy is a state wide uniform policy to be followed when one state agency secures the services of an employee of another state agency on a part-time, consulting or contractual basis. The Dual Employment Policy applies to all SHRA and EHRA State Employees. Form CP-30 should be used for reporting purposes involving dual employment. NC A&T SU can be the Parent Agency or the Borrowing Agency. Follow the listed protocol/process under the heading which best applies.

***Parent Agency (NC A&T SU)** - *The state department, agency or institution having control over the services of the employee, and from which employee receives their regular pay check.*

- The Dual Employment Form CP-30 will be initiated by the borrowing department or program of the Borrowing Agency.
- The Borrowing Agency should complete Section I of the Dual Employment Certification Form CP-30. This includes the Certification by Borrowing Agency and Analysis of Payment to Parent Agency. When completed, the form and payment to Parent Agency should be sent to:

North Carolina A&T State University
Division of Human Resources
1020 East Wendover Ave Suite 109
Greensboro, NC 27405

***Borrowing Agency (NC A&T SU)** - *The state department, agency or institution seeking on a temporary or part-time basis the services of an employee of another state agency.*

The NC A&T SU Borrowing Department should submit a complete Dual Employment packet to the Division of Human Resources. The packet must include the following:

- The Dual Employment Certification Form CP-30 with Section 1 completed
- A contract of justification of services requested
- Check Request form made payable to the Parent Agency of the Borrowed

DUAL EMPLOYMENT CERTIFICATION FORM (CP-30)

REQUEST FOR ADDITIONAL PAYMENT TO EMPLOYEE FOR WORK PERFORMED FOR ANOTHER STATE AGENCY

INSTRUCTIONS: *The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the Borrowing Agency will forward all copies of CP-30 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the Parent Agency budget officer will send the original to the payroll department as authorization to pay the borrowed employee his/her additional salary. The second copy will be filed by Parent Agency and the third copy will be returned to the Borrowing Agency. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.*

SECTION ONE	
CERTIFICATION BY BORROWING AGENCY	Analysis of Payment to Parent Agency (Fill in as Applicable)
Name of Agency	Salary for Services..... \$
Name of Employee	Matching Retirement.....
Nature & Location of Work Performed	Matching Social Security.....
Dates Worked	Indirect Expense.....
Rate & Time if Appropriate	Direct Cost.....
Agency Code and Subhead/Labor Distribution Fund	Total Payment Due Parent Agency..... \$
Signature of Contracting Agency Official	
Signature of Contracting Agency Official	

SECTION TWO	
CERTIFICATION BY PARENT AGENCY	
Name of Agency	<p>We hereby certify that the actual work and the related travel time were both performed on the employee's own time, outside of regular scheduled working hours, and that the employee has not used "company time" to prepare for his/her services to the borrowing agency. We further certify that this payment is in complete accord with the Budget and Personnel Memorandum dated September 17, 1968, "Uniform Statewide Policy on Dual Employment."</p> <p>_____ Employee</p> <p>_____ Immediate Supervisor</p> <p>_____ Department Head</p> <p>_____ (EHRA/Academic Affairs Employees) Provost/Designee</p>
Name of Employee	
Classification, Rank or Title	
XXX-XX- Position Number Social Security Number	
Agency Code Subhead Code Retirement Code Labor Distribution	
I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of \$ _____ in addition to regular salary.	
Budget Officer (Parent Agency)	

(Submit original and two copies.) Payroll Budget File Borrowing Agency